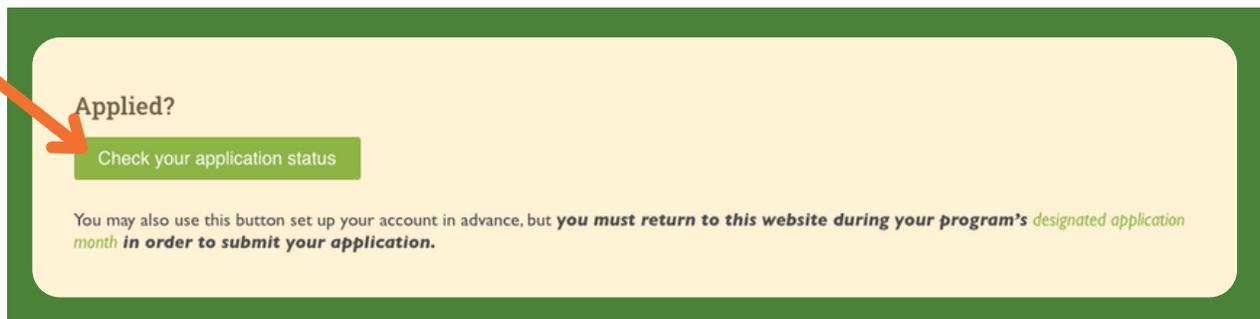


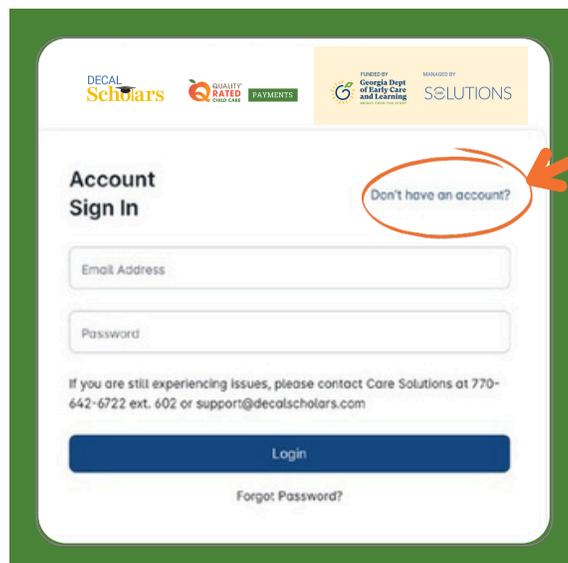
# Create Your Profile

This document will guide you through setting up your personal profile in the DECAL Payments system. Your profile will include your personal details and a record of all your program applications.

1 To begin, visit [decalqrpayers.com/quality-rated-workforce-bonus](https://decalqrpayers.com/quality-rated-workforce-bonus) and click the button at the bottom of the page.



2 Next, on the sign-in screen, click the top right link, “Don't have an Account.”



- 3 Enter all required fields, ensuring your name exactly matches your file with the Social Security Administration and what appears on your Social Security card, including any second last names or maiden names. If there’s a mismatch, you’ll receive an “Invalid SSN” message. If you need to change your name with the Social Security Administration, refer to [this instructional guide](#). Once you’ve completed the fields, select “Confirm and Continue.”

The screenshot shows the 'Create Account' form with the following fields: First Name\*, Last Name\*, Date Of Birth\* (MM/DD/YYYY), Email\*, Social Security\*, and Re-Enter Social Security\*. There is a checkbox for 'Bypass SSN Validation' which is checked. Below the fields is a message: 'If you are still experiencing issues, please contact Care Solutions at 770-642-6722 ext. 602 or support@decalscholars.com'. At the bottom of the form is a blue button labeled 'Confirm & Continue' with an orange arrow pointing to it. There are also links for 'Already have an account?' and 'Log in'.

- 4 If you receive a notification that your Social Security number is already in use, you likely have an existing account. To reset your password, use the email address associated with your previous DECAL payment program applications. If you’re unsure of the email, please contact Care Solutions at 770-642-6722.

The screenshot shows the 'Create Account' form with a red error message at the top: 'Social Security Number is already in use'. The form fields are filled with: First Name\* (Julie), Last Name\* (r), Date Of Birth\* (01/01/2000), Email\* (j.j.j.j.j.j.j.j.j.j@gmail.cc), Social Security\* (.), and Re-Enter Social Security\* (empty). There is a link for 'Already have an account? Login here.' and a link for 'Click Here For Video Tutorial On How To Create An Account'.

- 5 Create a password that you can remember, with at least 8 characters, one uppercase letter, one lowercase letter, a number, and a special character. After re-entering it, select “Confirm and Continue.”

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[Click Here For Video Tutorial On How To Create An Account](#)

### Create Password

Password

\*\*\*\*\*

- ✓ Be a minimum of 8 characters
- ✓ Include at least one lowercase letter (a-z)
- ✓ Include at least one uppercase letter (A-Z)
- ✓ Include at least one number (0-9)
- ✓ Include at least one special character (!,@,#,\$,...)

Confirm Password

\*\*\*\*\*

If you are still experiencing issues, please contact Care Solutions at 770-642-6722 ext. 602 or support@decalscholars.com

Confirm & Continue

- 6 After confirming your username and password, a verification email will be sent. If you don't see it in your inbox, check your spam folder. Open the email within 2 days and enter the 6-digit code. If the time expires, click “Resend Code.” Once entered, click “Continue” to secure your account.

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[Click Here Click Here For Video Tutorial On How To Create An Account](#)

### Enter Verification Code

We have sent a code to the email registered to your account. Please confirm your sign in.

□ □ □ □ □ □

Continue

If you are still experiencing issues, please contact Care Solutions at 770-642-6722 ext. 602 or support@decalscholars.com

Not received Code? [Resend Code](#)

Congratulations! You have now created your new profile and can sign in to your new DECAL QR Payments profile! Now that you've signed in, don't forget to [opt-in to text messaging](#).